



Denise Juneau, Superintendent  
Office of Public Instruction  
Career, Technical & Adult Education  
PO Box 202501  
Helena, MT 59620-2501  
www.opi.mt.gov

## 2008-2009 CAREER AND TECHNICAL EDUCATION STUDENT ENROLLMENT REPORT

DUE DATE: FEBRUARY 25, 2009

### INSTRUCTIONS

- ❖ Information provided on this form is used to determine eligibility for state secondary Career and Technical Education appropriation for FY10 and for Carl D. Perkins accountability reporting.
- ❖ Complete a separate sheet for each career and technical instructor.
- ❖ If an instructor teaches classes in more than one program area, complete a separate sheet for each program.
- ❖ If an instructor teaches at more than one high school, complete a separate sheet for each school.
- ❖ Attach current course descriptions for all courses within the program area.
- ❖ Attach a Master Schedule for the high school (if available).
- ❖ Incomplete forms will be returned without action.
- ❖ Use the Tab key or your mouse to advance through this form.
- ❖ If you need assistance with this form, please contact Diana Fiedler at (406) 444-9019 or [dfiedler@mt.gov](mailto:dfiedler@mt.gov)

School District Name:

High School Name (if different):

Program Area:

☐ Agriculture Education  
(Instructor must have Agriculture endorsement)

☐ Business/Marketing Education  
(Instructor must have Business and/or  
Marketing endorsement)

☐ Health Occupations Education  
(Instructor must have Trade and Industry -  
Health Occupations endorsement)

☐ Check if there is  
more than one  
instructor in this  
program area.

☐ Family & Consumer Sciences Education  
(Instructor must have Family & Consumer  
Sciences endorsement)

☐ Industrial/Technology Education  
(Instructor must have Industrial Arts and/or  
Technology Education endorsement)

☐ Trade and Industrial Education  
(Instructor must have Trade and  
Industry endorsement)

The following Career and Technical Student Organization (CTSO) has state and national affiliation and is an active component of this program.

☐ BPA

☐ DECA

☐ FCCLA

☐ FFA

☐ HOSA

☐ SkillsUSA

☐ TSA

Instructor Information: Report the following information exactly as it appears on the instructor's educator license (a.k.a. teaching certificate).

Name:

Folio Number:

Endorsement(s) Held:

Expiration Date:

Does instructor have an extended contract (for supervision of CTE students beyond the school year)? (Yes/No)

If yes, for how many days?

Instructor Contact Information: Work Telephone:

Work Fax:

E-mail:

COMPLETE CLASS SCHEDULE ON BACK

Class Schedule (attach current course descriptions) List all terms consecutively.			Teacher Name:		School Name:		
Period	Course Title <small>If you teach more than one section of the same class, list each one separately.</small>		Type of Term	Total Number of Minutes This Class Meets Per Year	Males Enrolled	Females Enrolled	Grade Level(s)
1	Example 1: Accounting I	The example minutes are calculated using a period that is 45 minutes per day X 90 days.	Semester	4,050	12	13	9-10
2A	Example 2: Graphic Design	The example minutes are calculated using a period that is 75 minutes per day X 60 days.	Trimester	4,500	6	8	12
For OPI Use Only			xxxx	xxxx			xxxx
Program Approved _____		CTSO Confirmed _____	Number of Ext. Contract Days _____		Average Males _____		
Proper Endorsement _____		Number in Chapter _____	Average Approved Enrollment _____		Average Females _____		